

RECORDS MANAGEMENT SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4556(2791)	Assistant Records Management Officer	03	593	6 mo.	03/30/90
4555(2791)	Records Management Officer	03	593	6 mo.	03/30/90

Promotional Line: 268

Series Narrative

Employees in this series manage or assist in the management and disposition of records and the central storage of records in a microfilm records center or archives.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Records Management Officer **4556(2791)**

Employees at this level assist in the management and disposition of records and the central storage of records in a microfilm records center or archives. They work under general supervision from a designated manager.

An Assistant Records Management Officer typically--

1. assists in consulting with record-generating departments, providing technical expertise relative to records generation, inventory management, and disposition
2. recommends to the supervisor policies and procedures related to record maintenance and disposition
3. directs the daily activities of the records center staff involved in microfilm production and processing, data retrieval and storage, and other allied services
4. assists in the training of staff in the operation of micrographic equipment and systems techniques
5. maintains inventory of commodities used in record production and storage
6. assists in the maintenance of production records for the unit and equipment and labor utilization records
7. performs other related duties as assigned

Level II: Records Management Officer **4555(2791)**

Employees at this level are responsible for the management and disposition of records and the central storage of records in a microfilm records center or archives. They work under administrative supervision from a designated administrator.

RECORDS MANAGEMENT SERIES

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A Records Management Officer typically--

1. consults with records-generating departments, providing technical expertise relative to records generation, inventory, management, and disposition
2. recommends to administrators policies related to the maintenance and disposition of records
3. plans and implements procedures for records maintenance and disposition policies, as approved by the administration
4. consults with users, explaining facilities and capabilities of the records center to provide them with technical information needed to optimize service
5. directs, through appropriate supervisors, the records center staff involved in such activities as microfilm production and processing, data retrieval and storage and other allied services
6. conducts in-staff training to improve the operation of the records center
7. determines equipment and personnel requirements of the records center
8. stays abreast of the latest technological advances in equipment and techniques (such as in the microfilm and allied industries concerned with data storage and retrieval systems)
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO

Level I: Assistant Records Management Officer

4556(2791)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in administrative sciences or business administration

or

(B) three years of experience in management of records systems and micrographics technology

or

(C) any combination of (i) college training in administrative sciences or business administration and (ii) experience in records systems management and micrographics that totals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of modern records generation, inventory, management, and disposition techniques and practices

2. ability to provide technical assistance and information to records center users
3. ability to train and direct the work of a records center staff
4. ability to work effectively with students, staff, and the public

Level II: Records Management Officer

4555(2971)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Bachelor's degree in business administration or administrative sciences

or

(B) three years of experience in the administration and management of records systems

or

(C) any combination of (i) college training in administrative sciences or business administration and (ii) experience in records systems management and micrographics that totals three years
2. two years of experience in the administration and management of records systems

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of modern records generation, inventory, management, and disposition techniques and practices
2. ability to provide technical assistance and information to records center users
3. ability to manage a records center, including policy formulation and implementation, budgetary needs, and staff direction and training
4. ability to work effectively with students, staff, and the public